PURCHASE ORDERS

RELEASE NOTES – MARCH 2021

This document explains new product enhancements added to the **ADMINS Unified Community (AUC) for Windows PURCHASE ORDER** system.

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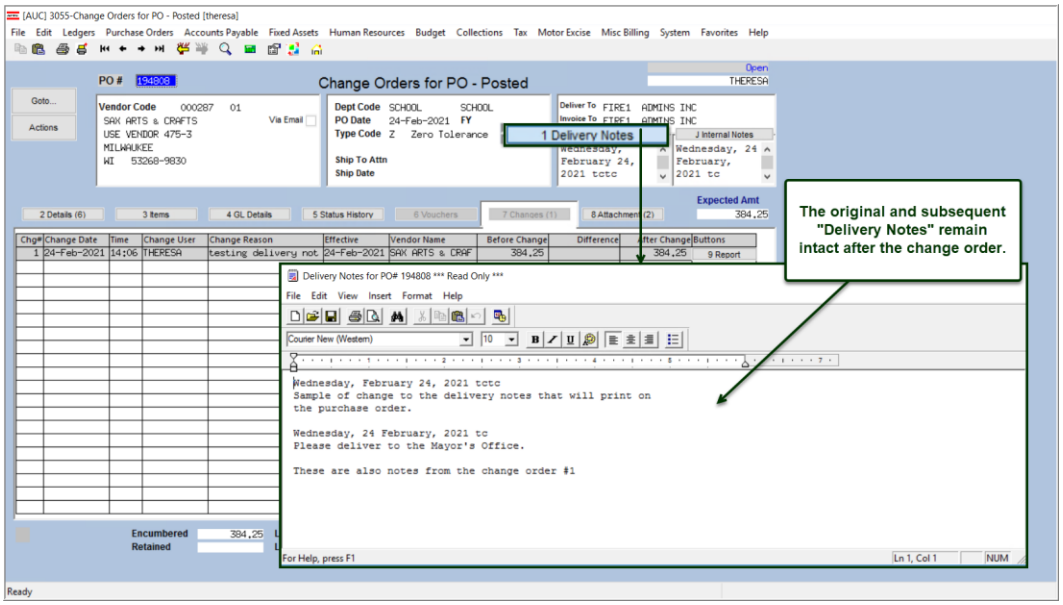
1 PURCHASE ORDER ENTRY DELIVERY NOTES

ADMINS fixed an issue with delivery notes when posting a PO change order. The posting change order process was losing some of the delivery notes if there were many (over 20 lines) on the original PO. This has been fixed and was patched to sites in December 2020. It is mentioned here to document the change.



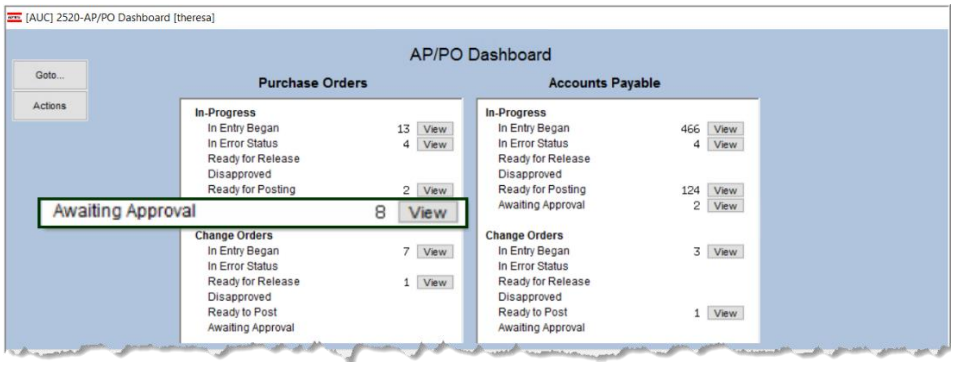
[ADM-AUC-PO-550]

2 CHANGE ORDERS [FIX]

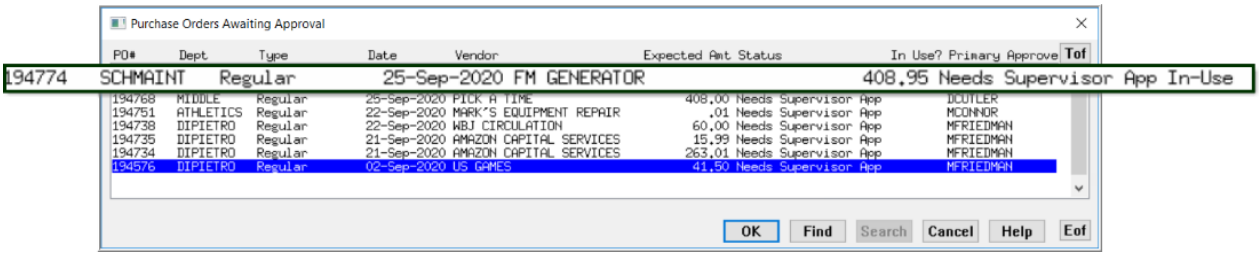
If additional GL Account lines were added to a PO via a Change order but were left blank, under some conditions those blank GL account lines were posted back to the PO which prevented creating a new voucher from this PO. **ADMINS** corrected the issue.

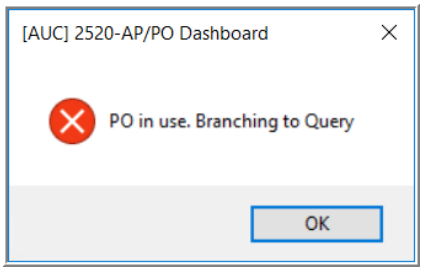
[ADM-AUC-PO-554]

3 AP/PO DASHBOARD APPROVALS



Prior to the software update, selecting an "in use" purchase orders from the Awaiting Approval screen resulted in a record lock.



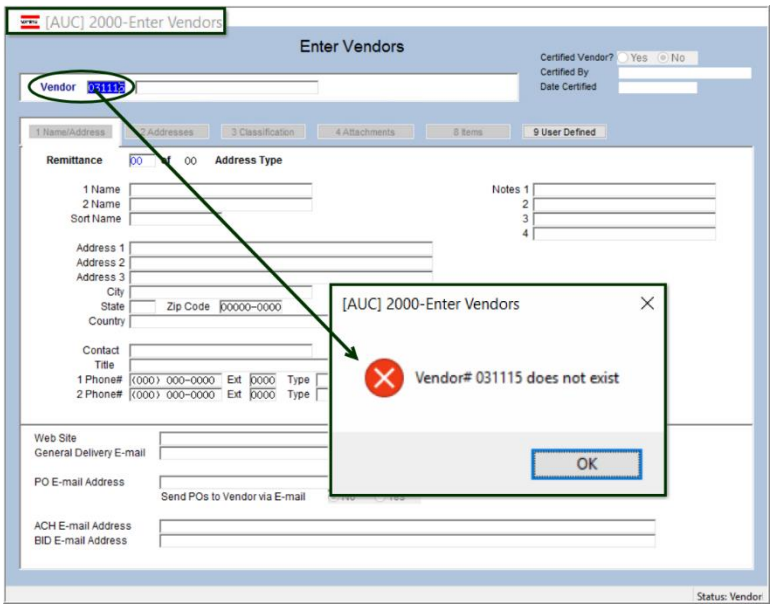


ADMINS added checking to prevent record locking. Now, if the record is in use, the system will present a message indicating that the record is in use and will bring the user to a query screen.

[ADM-AUC-PO-555]

4 ENTER/VIEW VENDORS [Fix]

Accounts Payable ▸ Vendors ▸ Enter Vendors *or* **View Vendors**



ADMINS corrected an issue that occurred when a non-existent vendor number was entered in the **Enter** or **View Vendors** screen. Prior to this the display would remain on the current record with no message.

Now, a message is displayed stating that the requested **"Vendor #*xxxxxx* does not exist"**.

This will help to avoid confusion when entering and viewing vendors.

[ADM-AUC-AP-934]

5 COMMODITY ITEMS [ENHANCEMENT]

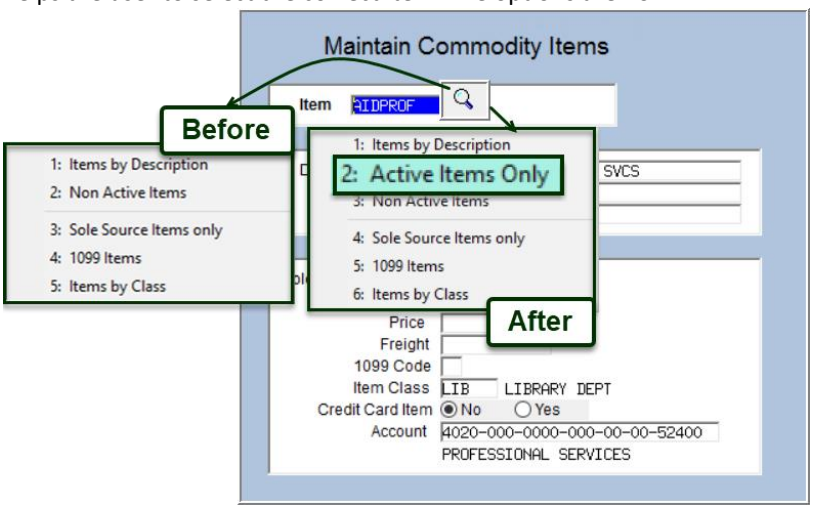
Commodity Items may be used during **Accounts Payable Voucher** and **Purchase Order** data entry to improve speed and accuracy. **ADMINS** improved using, listing, maintaining, and searching for commodity items.

See the **PO-610 Adding Commodity Items** document in the Help Reference Libraries for basic information on setting up and using commodity items.

Purchase Orders ▸ Commodity Items ▸ Item Setup

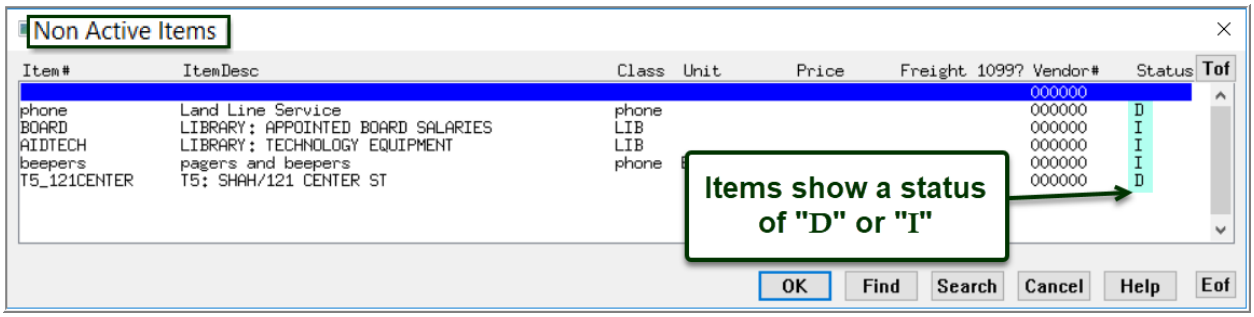
5.1 Lookup on Commodity Item [Enhancement]

ADMINS added an **"Active Items Only"** option to the lookup menu. Restricting the search to ***"Active Items Only"*** helps the user to select the correct item. The options are now:



1: Items by Description
2: Active Items Only
3: Non-Active Items
4: Sole Source Items only
5: 1099 Items
6: Items by Class

When selecting "3: Non-Active" items, the lookup will show the status as "D" indicating the item is "Flagged for Deletion" or "I" indicating the item is inactive.



5.2 Item Table Listing [Enhancement]

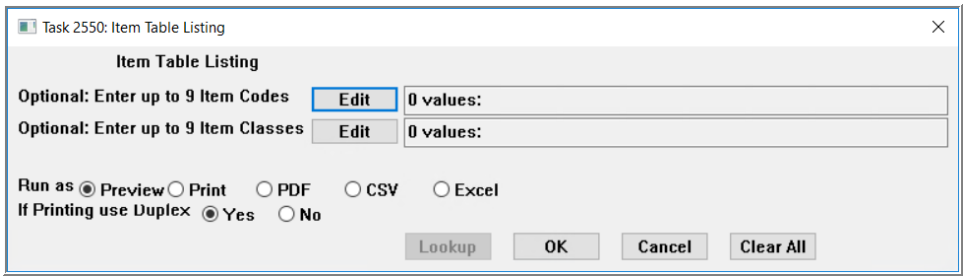


Figure 1 Before – the only selections were on Item Code and Item Class

ADMINS enhanced the **Item Table Listing** produced by clicking on the **[2_Edit List]** button. A **Select Status option,** highlighted below, is now available, to filter the report.

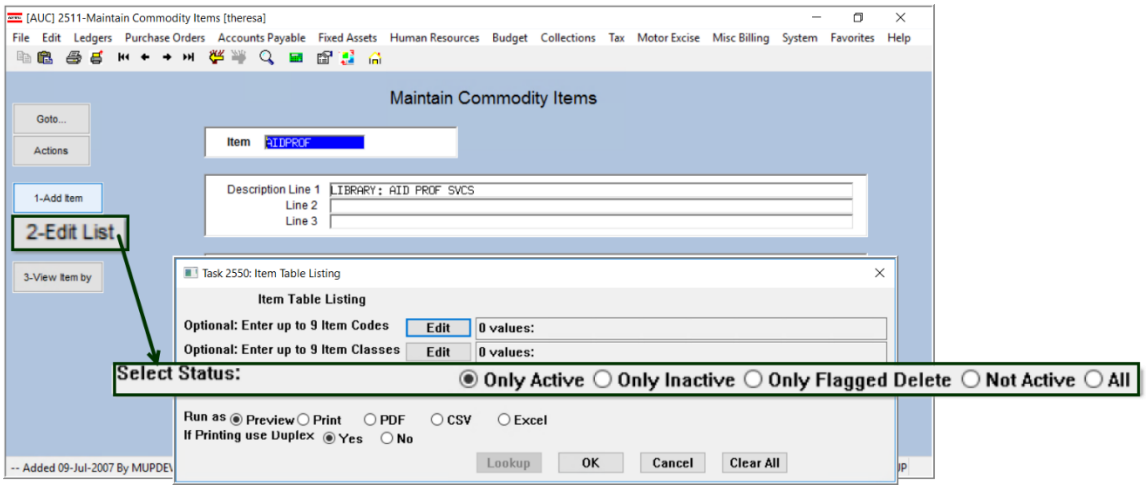


Figure 2 After – the Select Status filter option was added – the default is ⦿ Ony Active

Table 1 Description of Item Table Listing prompt

Prompt (Required are Bold)	Description
Enter up to 9 Item Codes	Click on the [Edit] button to select the codes to be reported
Enter up to 9 Item Classes	Click on the [Edit] button to select the classes to be reported
Select Status	⦿ Only Active *(default)* ❍ Only Inactive ❍ Only Flagged Delete ❍ Not Active (includes both inactive and flagged for deletion-see example in Figure 3) ❍ All
Run as	⦿ Preview ❍ Print ❍ **PDF®** ❍ CSV ❍ **Excel®** (either Preview or ***PDF®*** will be the default, depending on the site)
If Printing use Duplex	⦿ Yes ❍ No (the default depends on the site)

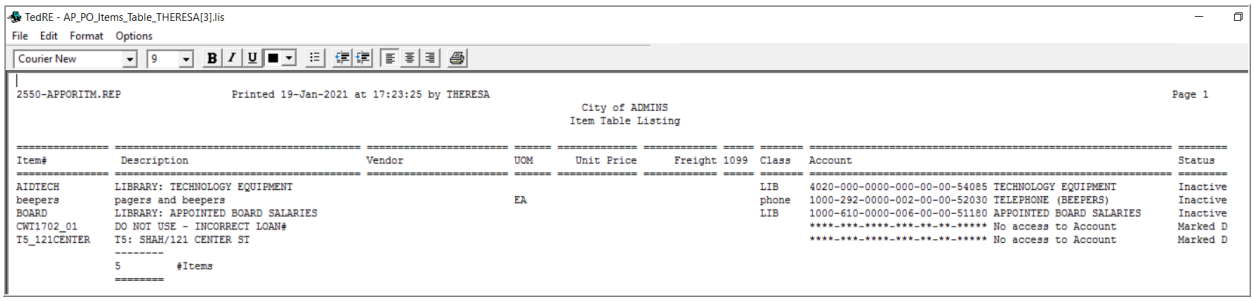


Figure 3 Sample Item Table Listing using the ⦿ *Not Active* selection status, Run as: ⦿ *Preview*

5.3 Inactivate an Item

The inactivate option under the **[Actions]** button will set the status to inactive. When setting an item to **"Inactive"** status, if the item currently has posted history on a purchase order or voucher, a message will be displayed. Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

5.3.1 Inactivate an Item with Posted History

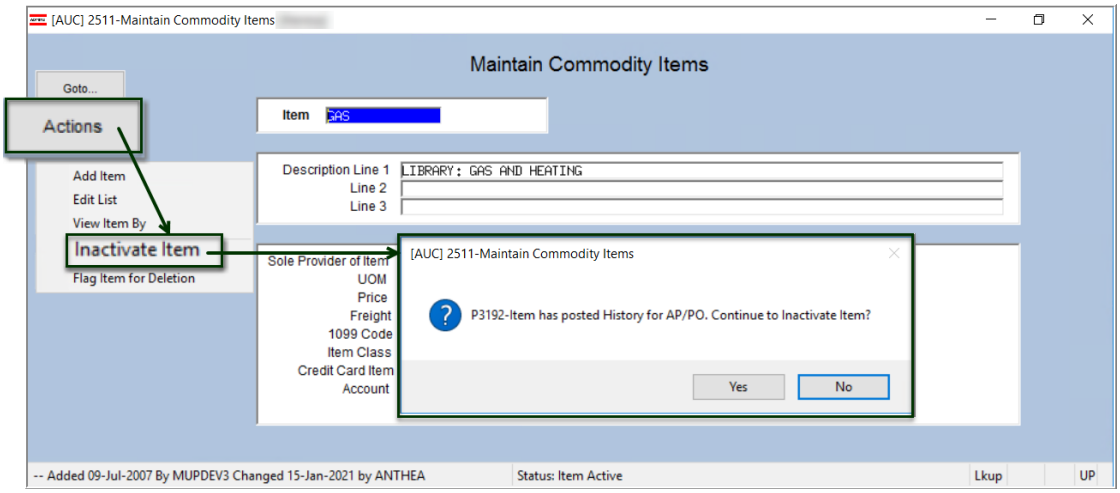


Figure 4 Inactivating a Commodity item with Activity

5.3.2 Inactivate an Item with an In-Progress Purchase Order

Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

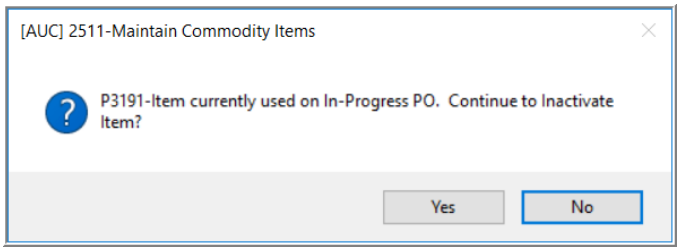


Figure 5 Inactivating a Commodity item with an in-progress Purchase Order

5.3.3 Inactivate an Item with an In-Progress Voucher

Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

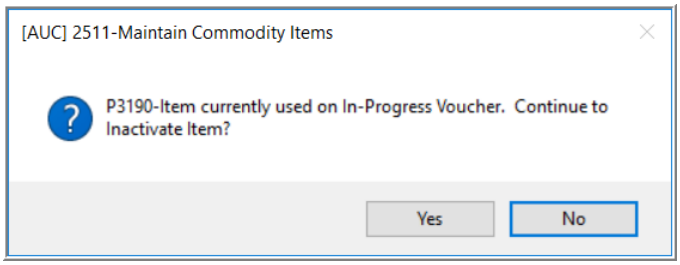


Figure 6 Inactivating a Commodity item with an in-progress Voucher

5.4 Flag Item for Deletion

To flag an item for deletion, select **Actions ▸ Flag Item for Deletion**. If the item has no In Progress activity, the item will be flagged and deleted when the Remove Items Flagged for Deletion process is run (see step 5.5 below).

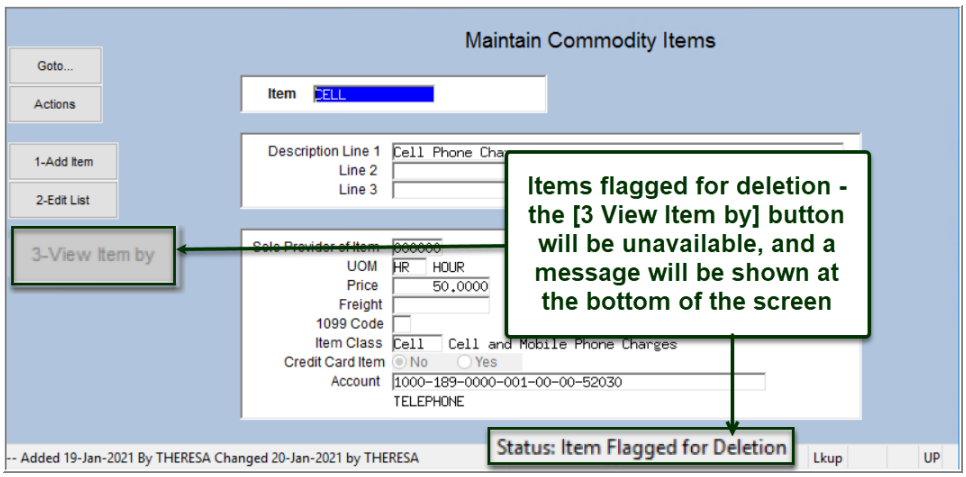
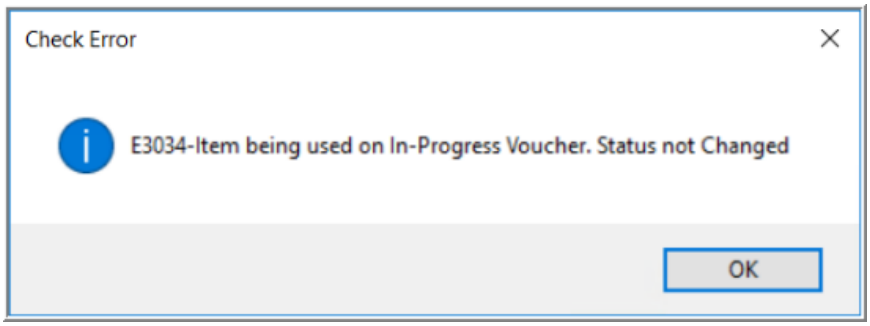


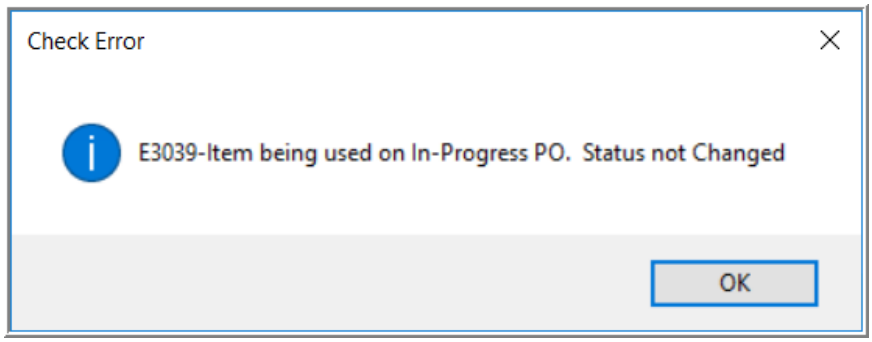
Figure 7 Item flagged for Deletion

5.4.1 Flag an Item for Deletion that is in use on an In-Progress Voucher



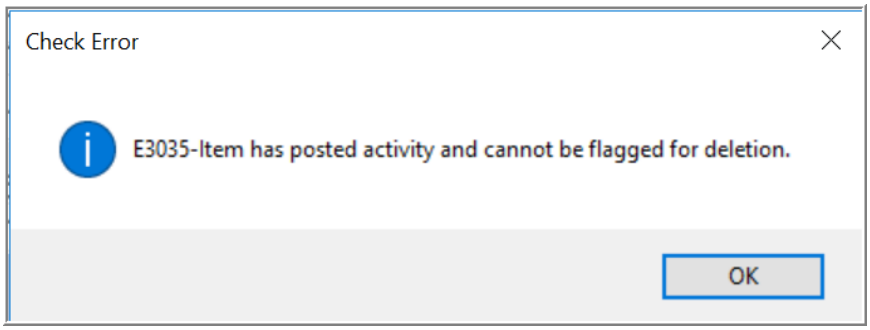
If the item is in use on an In-Progress voucher, this message will be displayed, and the status will remain unchanged. Mark the item as inactive instead.

5.4.2 Flag an Item for Deletion that is in use on an In-Progress Purchase Order



If the item is in use on an In-Progress Purchase Order, this message will be displayed, and the status will remain unchanged. Mark the item as inactive instead.

5.4.3 Flag an Item for Deletion that Has Posted History



Items with posted history cannot be flagged for deletion. If an item with posted history is flagged, this error message will be displayed and the status will remain unchanged.

5.5 Remove Items Flagged for Deletion

To access the **Remove Items Flagged for Deletion** step menu, select:

Accounts Payable ▶ Module Maintenance ▶ Remove Items Flagged for Deletion

Figure 8 Select Items Flagged for Deletion step identifies items flagged for deletion and produces two reports:

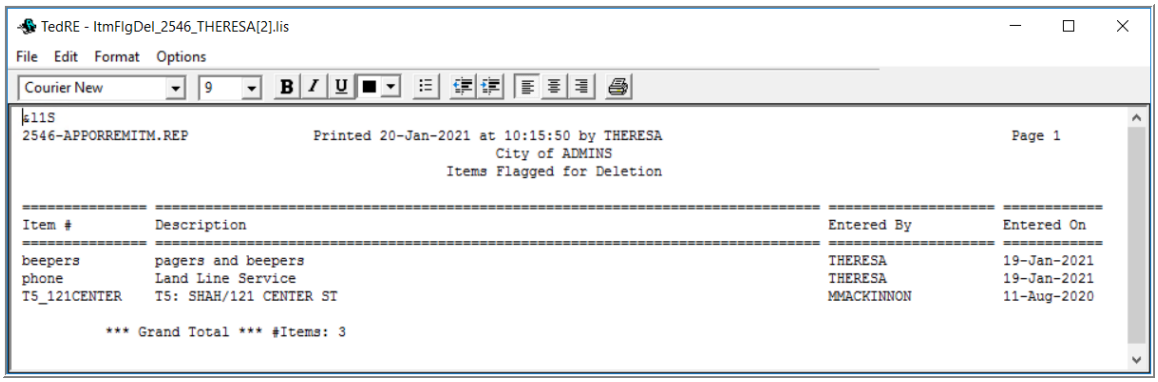


Figure 9 Report of Items Flagged for Deletion

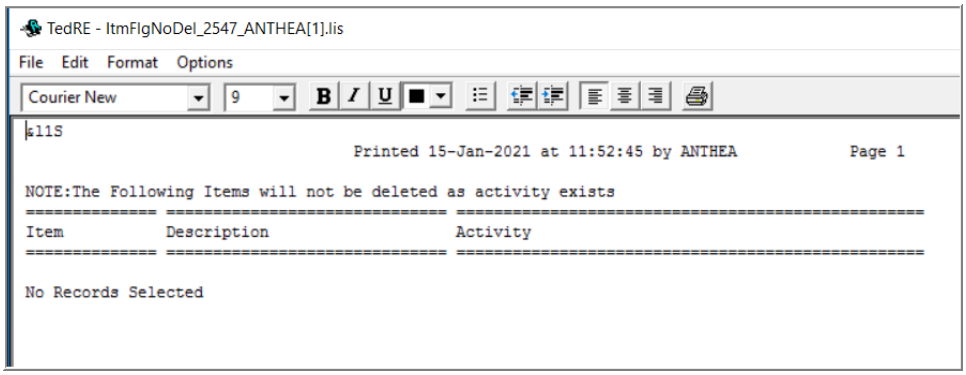
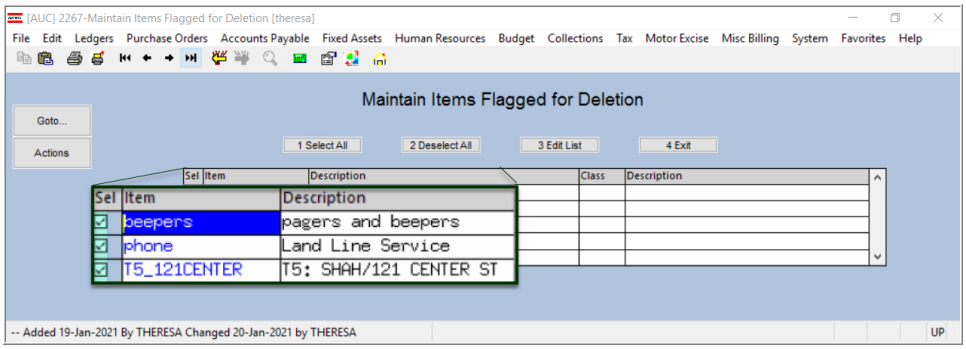
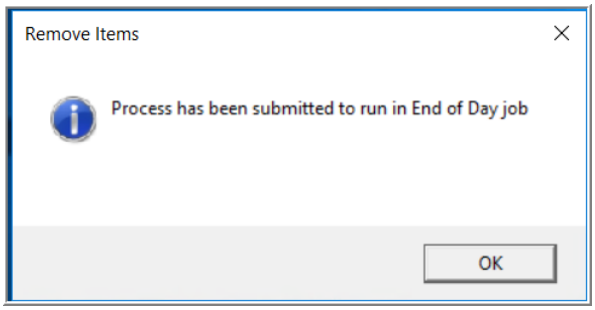


Figure 10 Report of Items flagged that will not be deleted due to activity using the code

The next step Maintain Items Flagged for Deletion will become available. Select and deselect items as desired using the **"Sel"** checkboxes on this screen; when finished, click on **[4 Exit]** to return to the step menu.



Next, click on the Submit Items Flagged for Deletion Process step. The first three steps on the menu will be grayed out and unavailable; a message will popup with a notification that the Process has been submitted to run in the End of Day job:



The overnight process will remove the items.

The Unsubmit Items Flagged for Deletion Process (the last step) will be the only available step. If any items should not be deleted, click on the Unsubmit Items Flagged for Deletion Process to restart the process.

5.5.1 Confirm Results

Check the following workday to confirm the items were removed.

[ADM-AUC-AP-1062]

6 BIDS [ENHANCEMENT]

ADMINS added a retainage field in the **AUC BID** module during Bid entry. When entering the vendor responses, the retainage % field can be entered at that time as well. When a new purchase order (PO) is created from a Bid or a line is added to a PO from a Bid, if that Bid line has retainage set – the retainage % will be brought into the PO. Set up is required in the Bid Type table and the Bid Entry screen as shown in sections 6.1 and 6.2.

This will minimize the opportunity for errors during purchase order entry.

6.1 Bid Type Table

Added an option on the screen **"Enter Retainage on Bid ⦿Yes ○ No"**. Set to ⦿ **Yes** to enter retainage on that Bid Type.

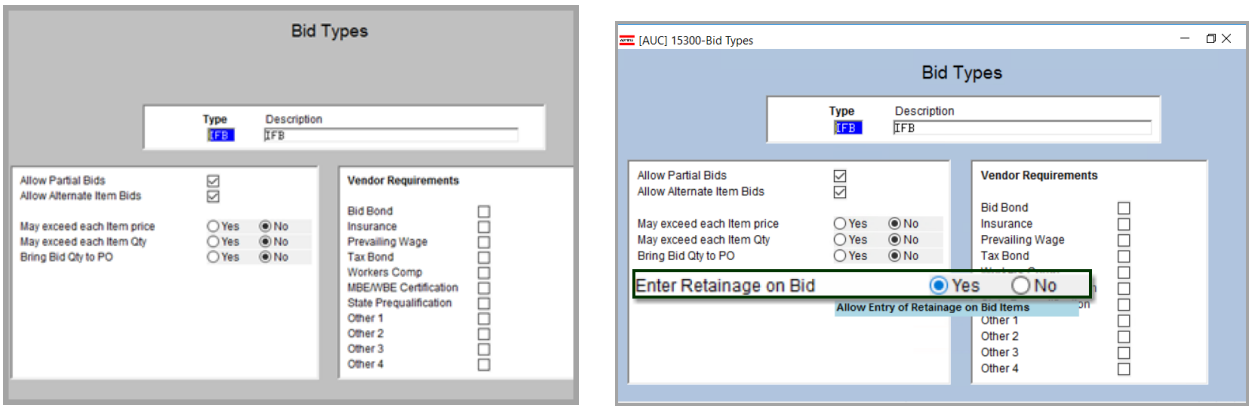


Figure 11 Before and After- the Bid Type Table with new Radio Button set to allow entering retainage on a bid

6.2 Bid Entry

A value may be entered in the Retainage field only if **"Enter Retainage on Bid"** is set to ⦿ **Yes** on the **Bid Type** table. Otherwise, during data entry, the field will be skipped and will not be editable.

6.2.1 Detail Tab

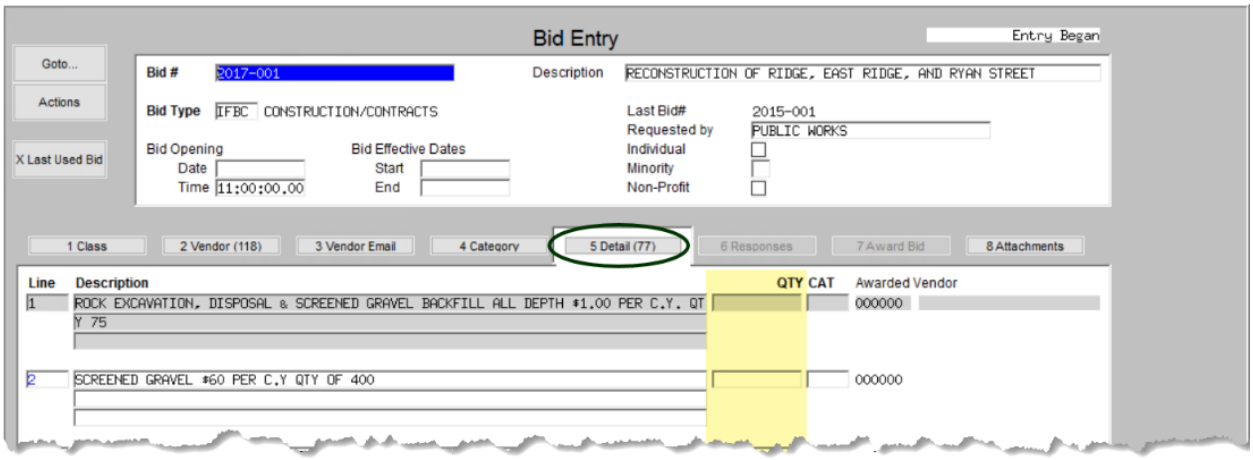


Figure 12 Before – no retainage % field on Bid Entry Detail tab

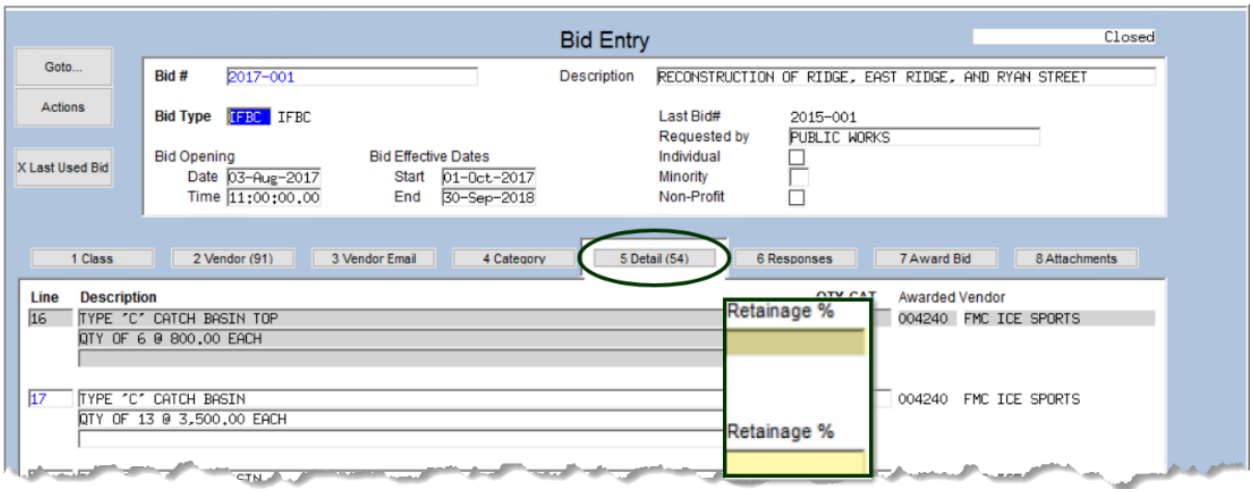


Figure 13 After–Bid Entry Detail Tab has an editable Retainage % field

6.2.2 Award Bid Tab

If a Bid was set up with retainage amounts, the amounts will be shown on a column in the Awarded Bid tab of the Enter Award Vendors screen.

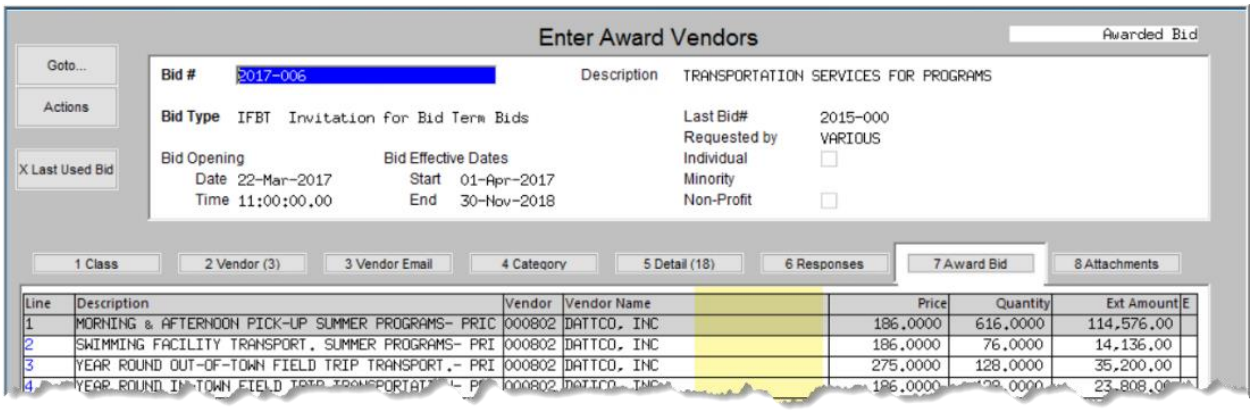


Figure 14 Before–no retainage % column on the [7 Awarded Bid] tab

If the retainage % changes after the bid has been awarded, enter the new Retain% on this screen and click the **[Y Update Award Bid**] button to update the bid and allow the new retain% to be used on a PO.

NOTE: if PO using this Bid has already been created and the retainage changes, do a change order to the PO to update the retainage on the PO. Updating the awarded bid will not automatically update existing Purchase Orders. Use the **[7 Award Bid]** tab of the Bid Entry screen to add retainage to lines once the bid has been awarded.

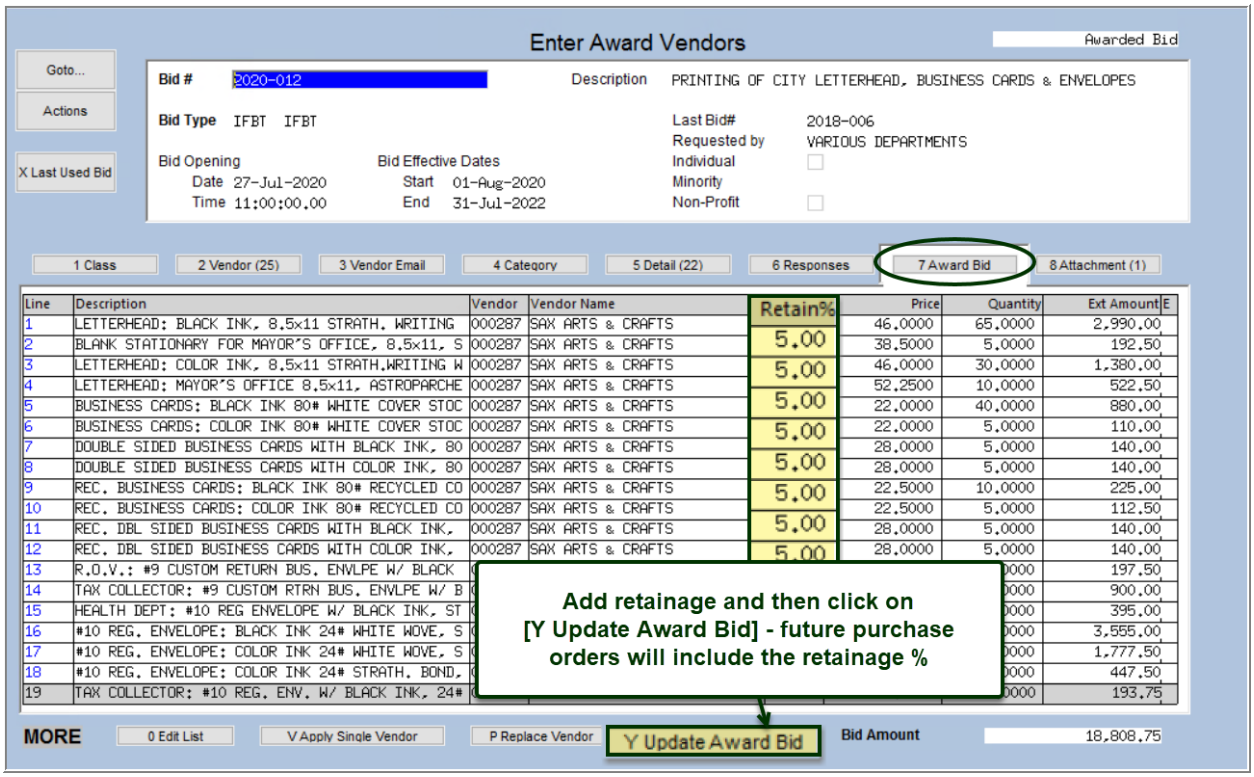


Figure 15 After–retainage % column on the [7 Awarded Bid] tab

6.3 Open and Award Bids (Query Screen)

If a Bid was set up with retainage amounts, the amounts will be shown in a column in the **Open and Awarded Bids [1 Summary]** tab.

6.3.1 Summary Tab

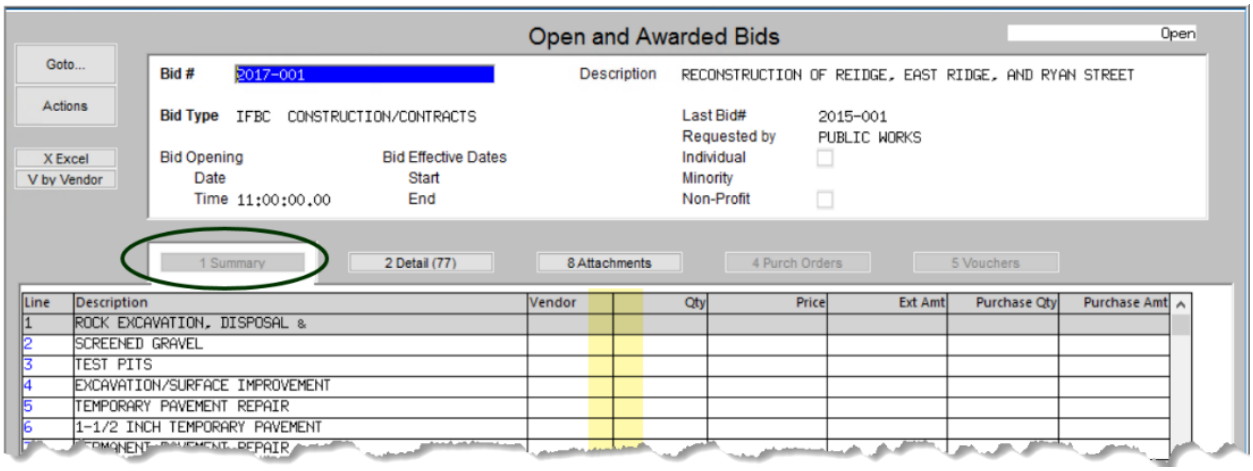


Figure 16 Before – Open and Awarded Bids [1 Summary] tab has no Retainage % column

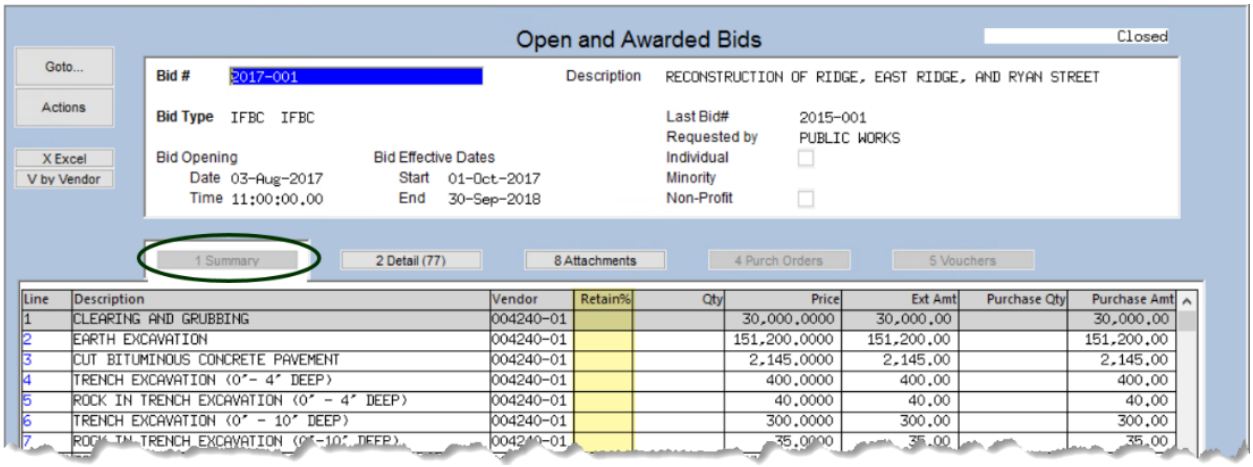


Figure 17 After–Open and Awarded Bids [1 Summary] tab has Retainage % column

6.3.2 Detail Tab

If a Bid was set up with retainage amounts, the amounts will be shown in a field in the **Open and Awarded Bids [2 Detail]** tab.

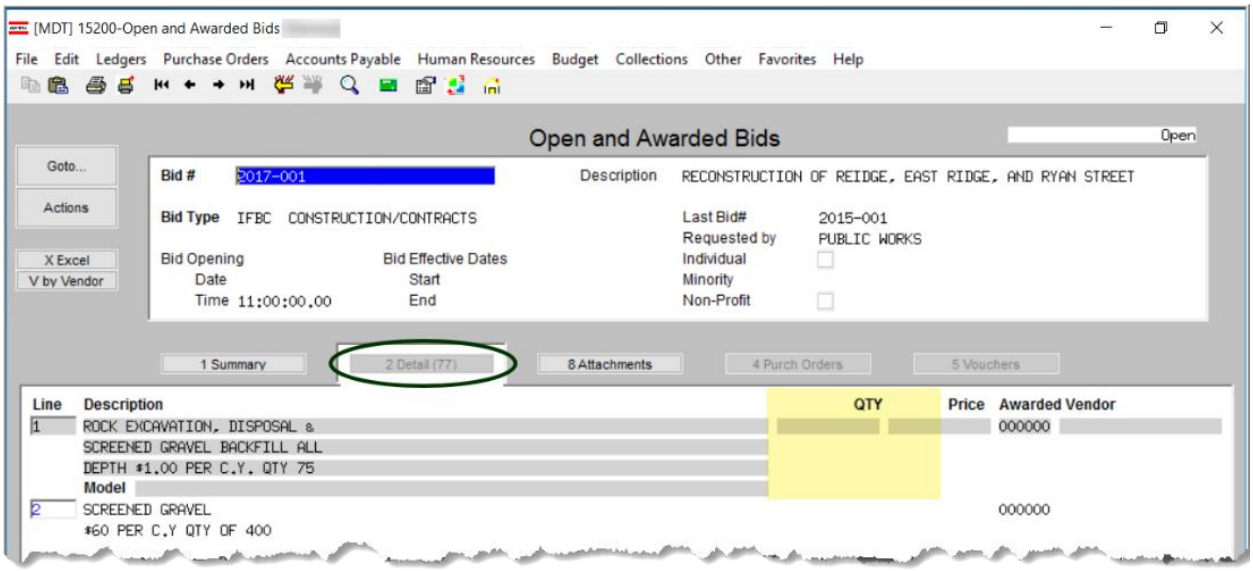


Figure 18 Before – Open and Awarded Bids [2 Detail] tab has no Retainage % field

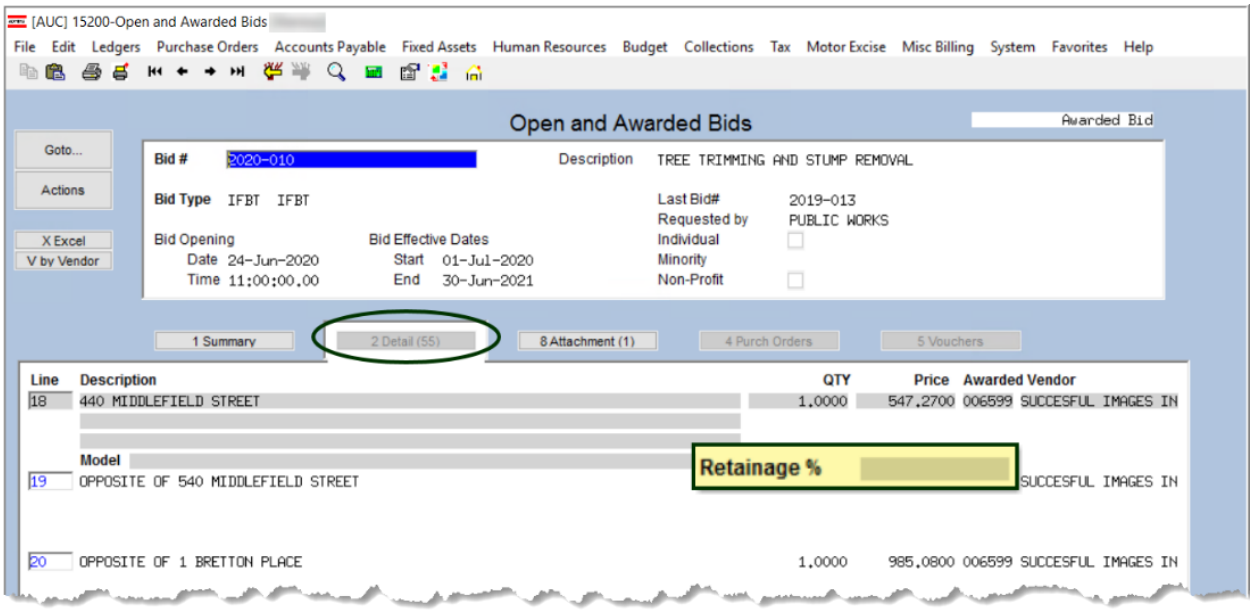


Figure 19 After – Open and Awarded Bids [2 Detail] tab has Retainage % field

6.4 Entering a PO from a Bid with Retainage

The retainage amounts are not retroactive to existing purchase orders – if purchase orders exist that are missing a required retainage amount, do a change order to the purchase orders.

This illustrates creating a new purchase order from a bid that has lines with retainage. This simple example uses five lines from the bid. Lines 1 and 2 are set to retain 5%; line 3 has no retainage set.

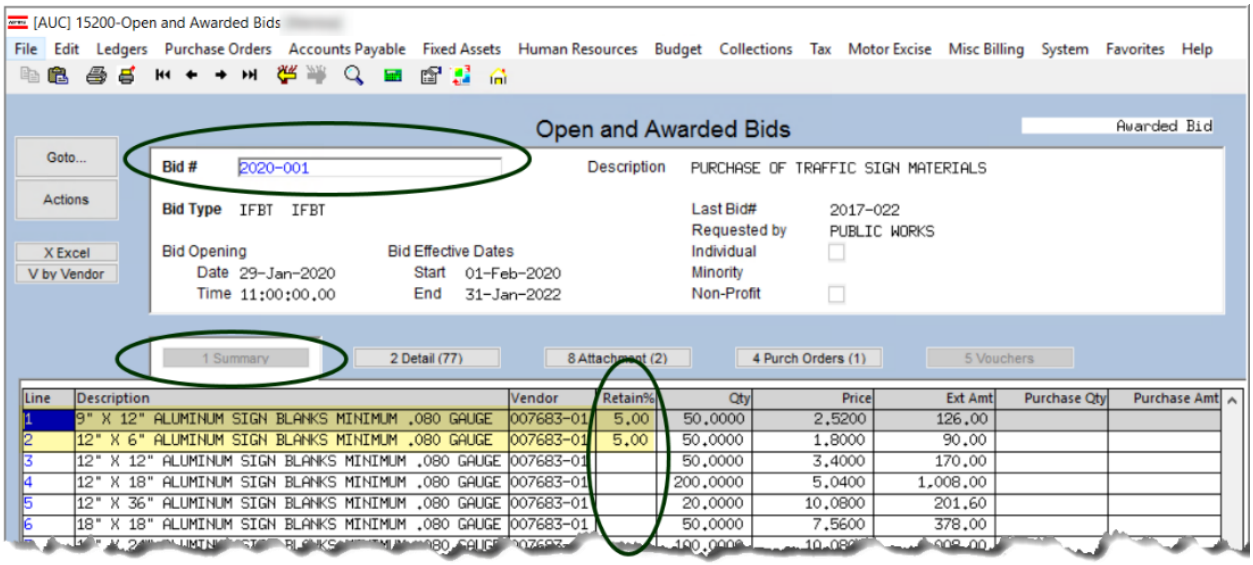


Figure 20 Bid 2020-01 has retainage set on lines 1 and 2; no retainage on line 3

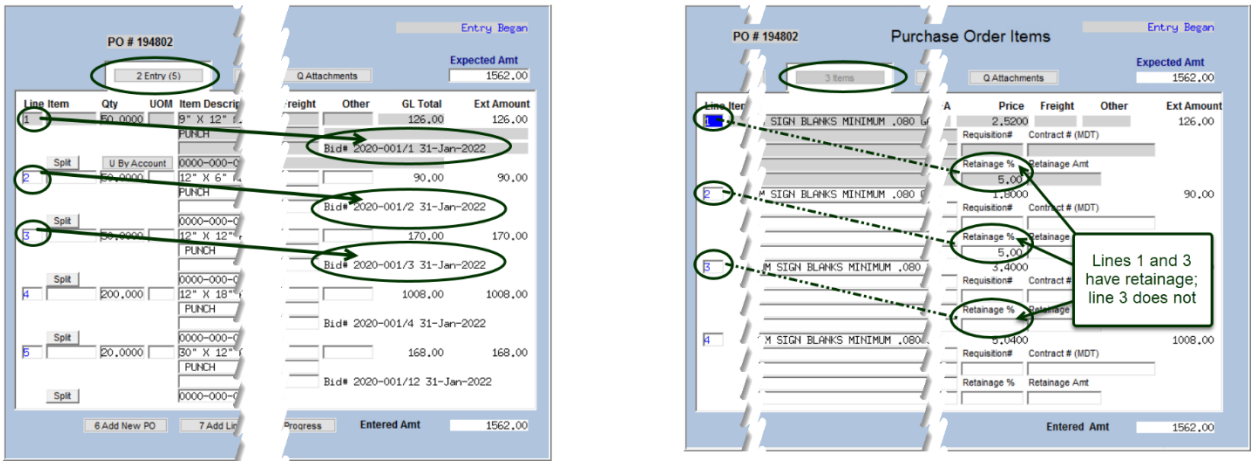
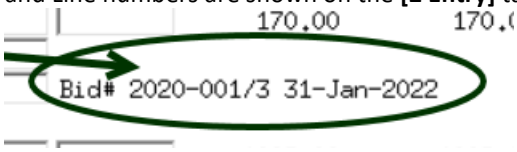


Figure 21 PO created using bid lines 1, 2, and 3 – lines 1 and 2 have retainage, line 3 does not

In Figure 21, the **[2 Entry]** tab of the purchase order shows the bid lines used to create the purchase order. The **[3 Items]** tab on the right side of the screen shows the retainage percentages.

Useful Tips

Note: PO line numbers can but do not necessarily correspond to bid line numbers. The Bid Number and Line numbers are shown on the **[2 Entry]** tab of the Purchase Order Entry screen.

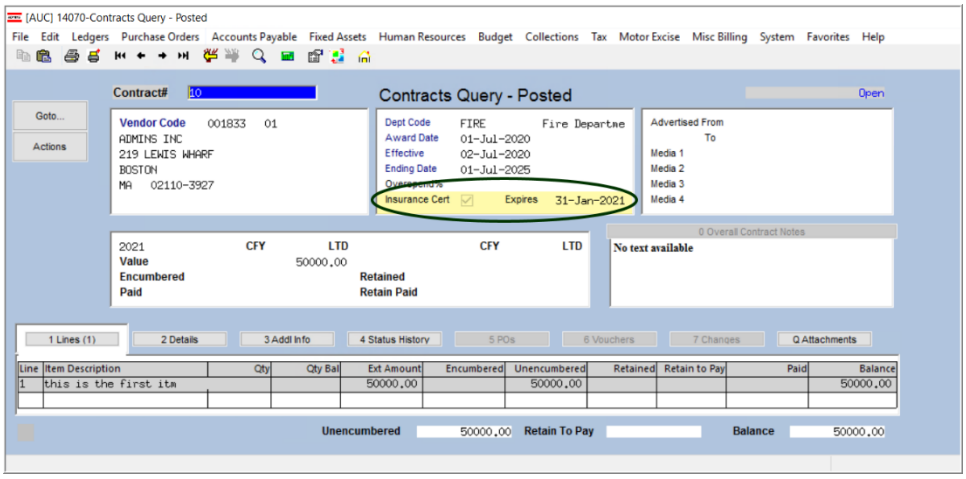


[ADM-AUC-BID-9]

7 CONTRACTS [ENHANCEMENT]

Contracts can require an insurance certificate, and certificates have expiration dates. The Insurance Cert checkbox is set, and the expiration date is supplied during Contract Entry.

7.1 Report of Expiring Insurance Certificates



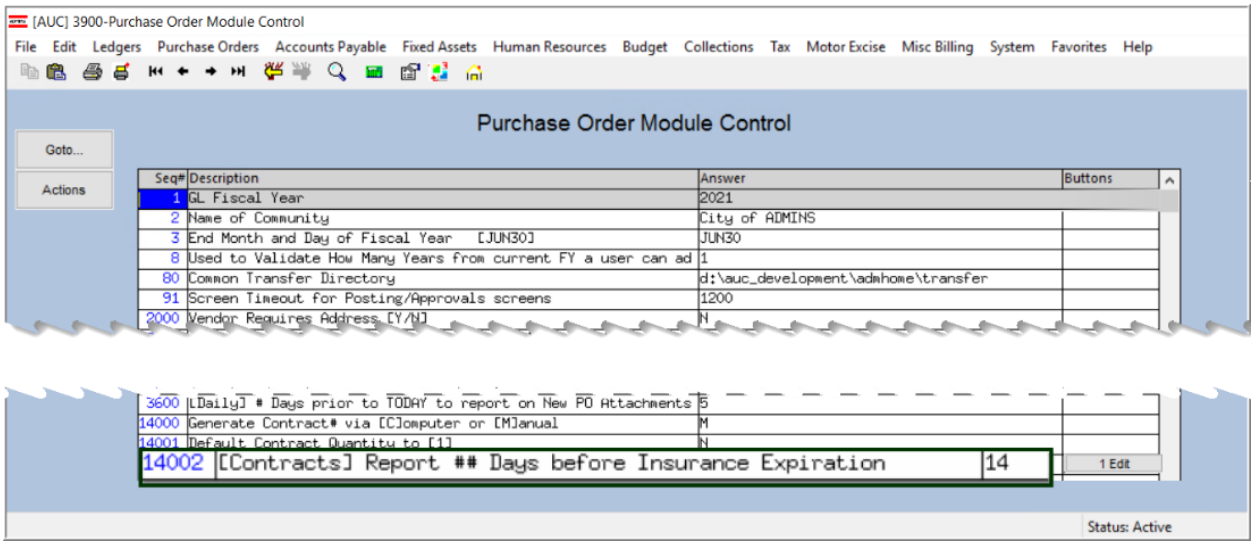
ADMINS created a new report of "expired or due to expire soon" insurance certificates that may be run on demand. The report is also included in the weekly job that runs on a Sunday or Monday night.

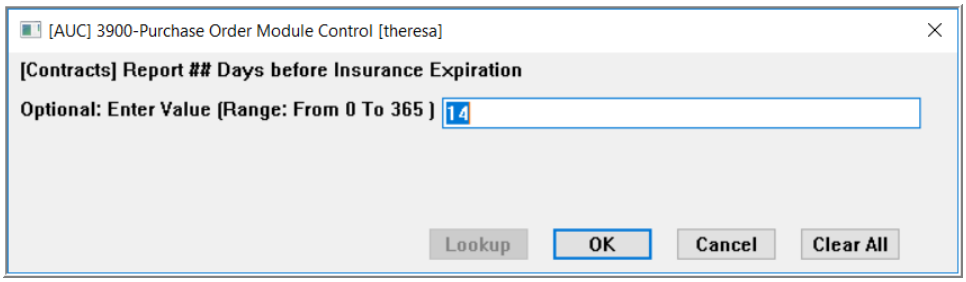
The report will be sent to members of the **CONRPT** email distribution list.

7.1.1 Module Control 14002

Use module control 14002 to set the number of days before the expiration date to use when selecting insurance certificates to list on the report.

Purchase Orders ▶ Module Maintenance ▶ #14002

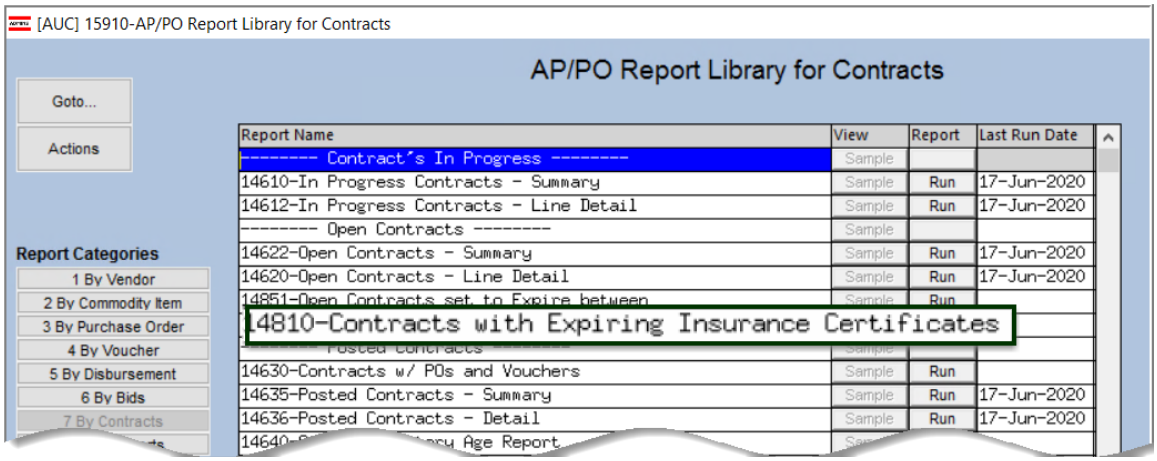


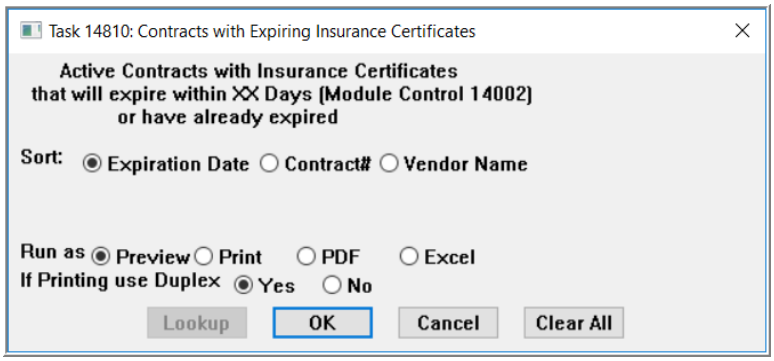


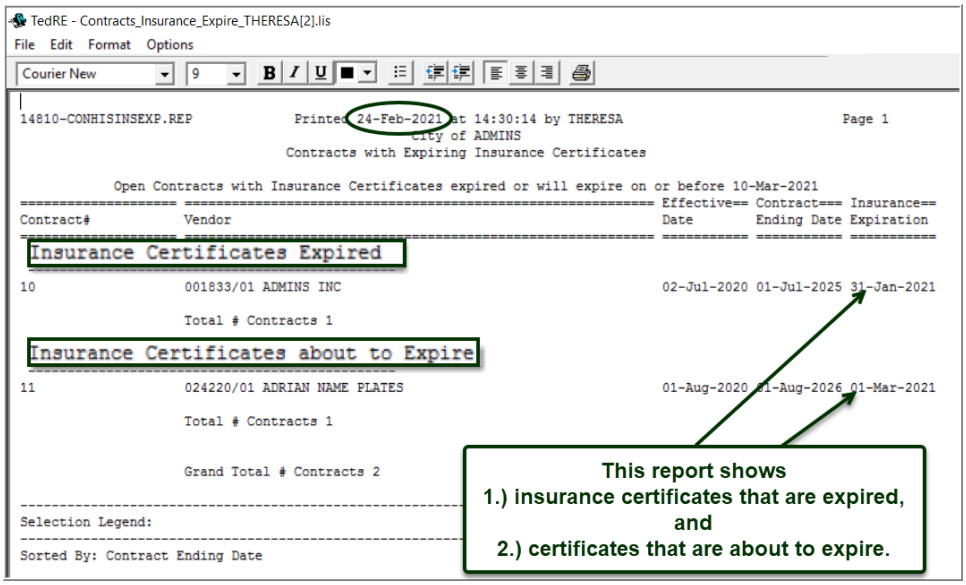
7.1.2 CONRPT Email Distribution List

Add users to the **CONRPT** email distribution list to receive this report each week. The report will only be produced if there are insurance certificates that are expired or due to expire. This report has been added to the WEEKLY process in addition to the report library:

7.1.3 Run Report #14810 from the Purchase Order [7 By Contracts] Library

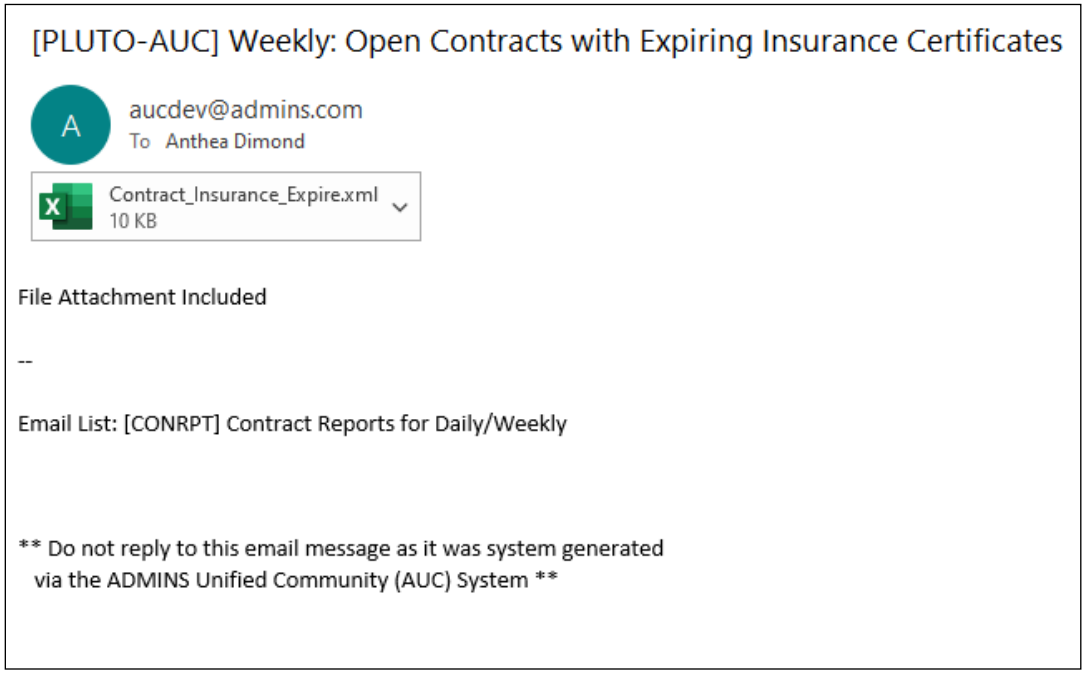


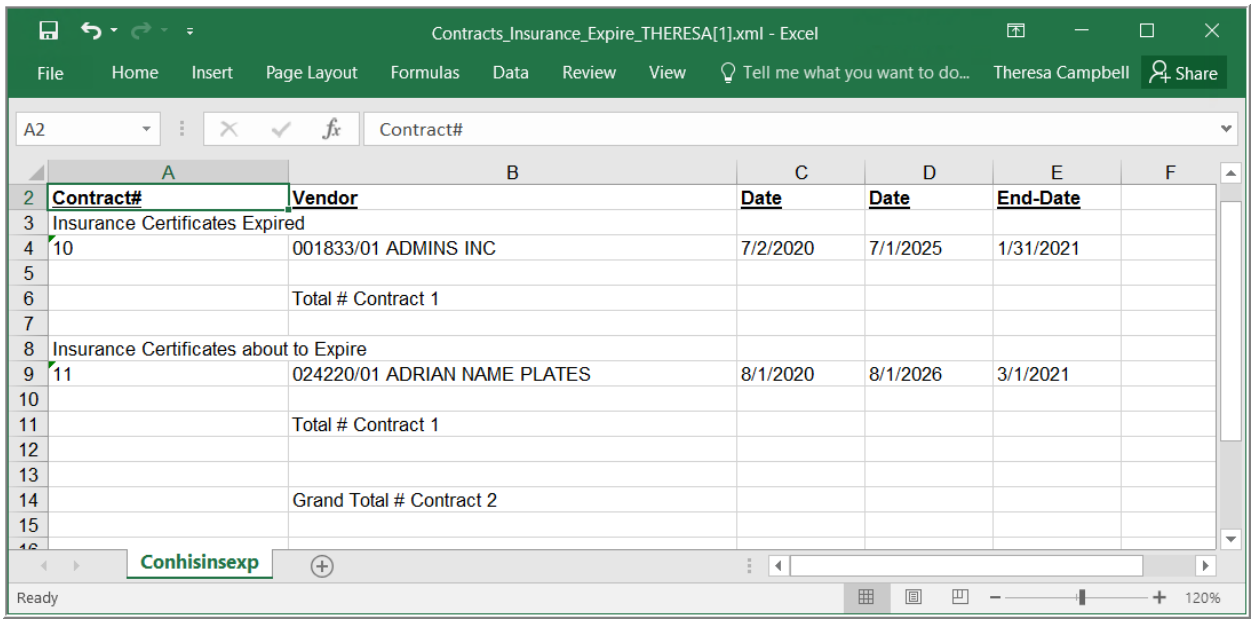




7.1.4 Weekend Job Sends the Report

Example of email from Weekly:





	A	B	C	D	E	F
2	**Contract#**	**Vendor**	**Date**	**Date**	**End-Date**	
3	Insurance Certificates Expired					
4	10	001833/01 ADMINS INC	7/2/2020	7/1/2025	1/31/2021	
5						
6		Total # Contract 1				
7						
8	Insurance Certificates about to Expire					
9	11	024220/01 ADRIAN NAME PLATES	8/1/2020	8/1/2026	3/1/2021	
10						
11		Total # Contract 1				
12						
13						
14		Grand Total # Contract 2				
15						

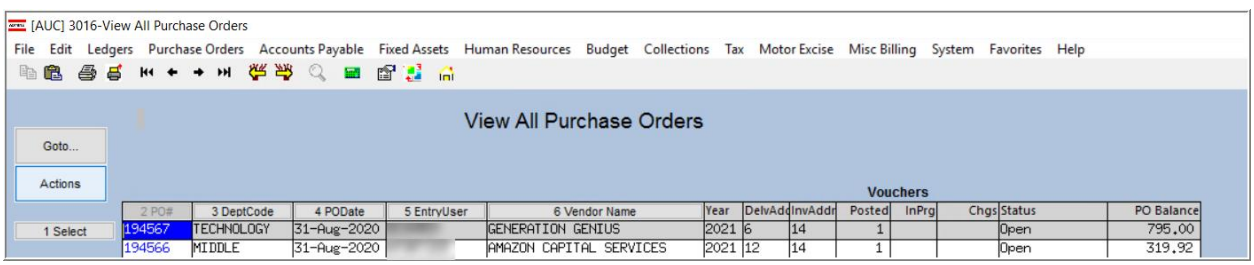
7.1.5 Enter a New Expiration Date via Change Order

Once the vendor supplies an up-to-date insurance certificate set the new expiration date via a Contract Change order. Remember to enter a change reason.

[MDF-SUP-SAPLAUC-1072]

8 QUERIES [Enhancement]

Purchase Orders ▶ Queries



2 PO#	3 DeptCode	4 PODate	5 EntryUser	6 Vendor Name	Year	DelvAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
194567	TECHNOLOGY	31-Aug-2020		GENERATION GENIUS	2021	6	14	1			Open	795.00
194566	MIDDLE	31-Aug-2020		AMAZON CAPITAL SERVICES	2021	12	14	1			Open	319.92

Figure 22 View All Purchase Orders Query Screen – Select the Purchase Order using the [1 Select] button

8.1 Status History Tab Shows Additional Information

If a voided check / voucher cancellation re-opens a Purchase Order– the system stamps a note on the **[5 Status History]** tab of the **Purchase Order Query** screen to explain why the PO was re-opened. The note will include that the PO was re-opened, the check number that was voided, and a note that the voucher was cancelled.

Select PO ▶ Click On [5 Status History]

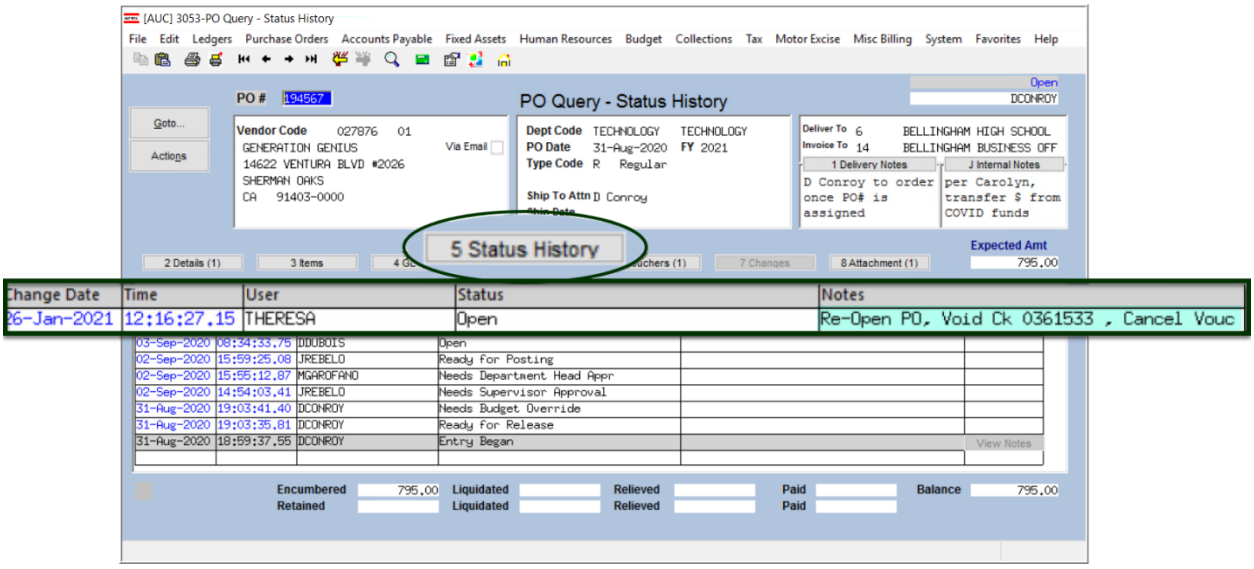


Figure 23 Status History tab with informative notes when a check is voided and the voucher is cancelled

Select the **[6 Vouchers]** tab for more information.

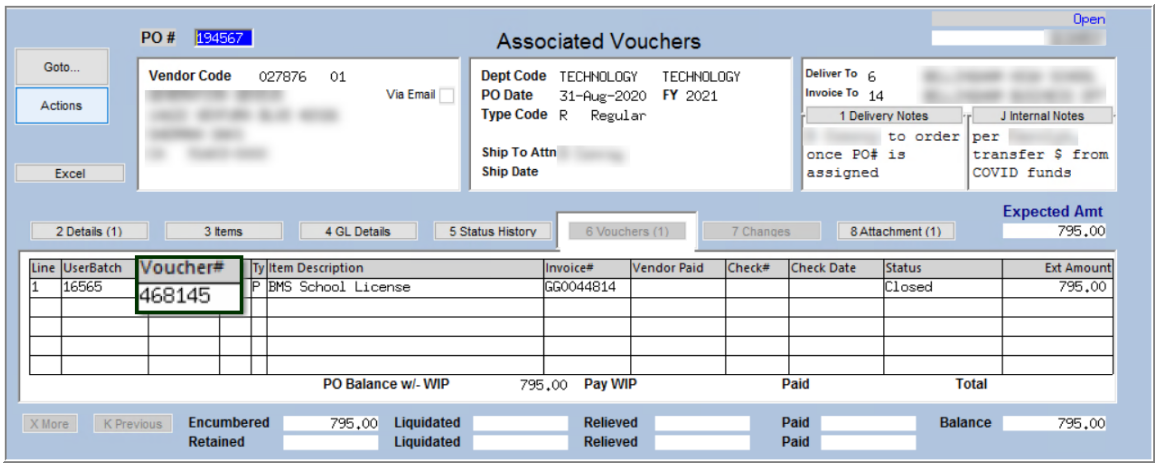


Figure 24 The [6 Vouchers] tab provides more information about the voucher and invoice number

[ADM-AUC-PO-545]

8.2 Quantity Balance on Purchase Orders

ADMINS added a Quantity Balance field on the **[3 Items]** tab of the PO Query screen that shows the Quantity Balance is for ***posted Vouchers only***. Any in-progress vouchers will not be reflected.

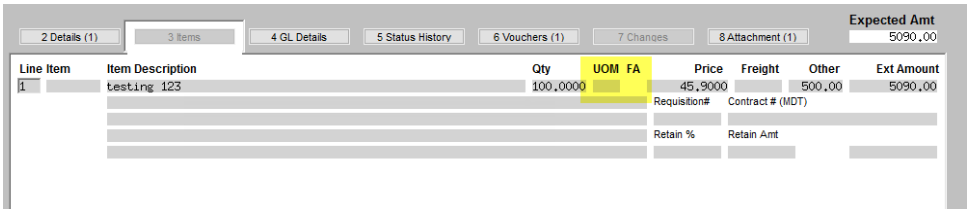


Figure 25 Before – the Items tab of the PO Query screen

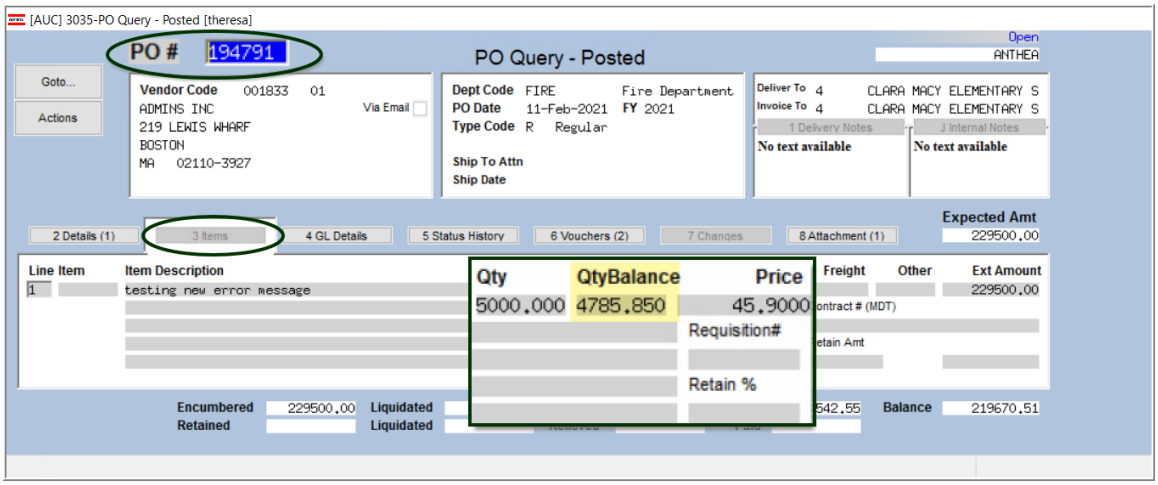
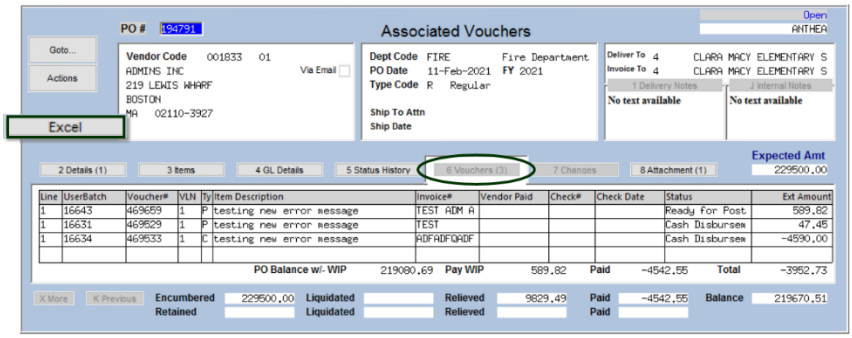


Figure 26 After - PO Query screen [3 Items] tab with remaining Qty Balance field



Use the **[Excel]** button on the vouchers tab to see in progress quantity expenditures and see the balance.

Credit quantities will now show as negative on the **Excel®** spreadsheet

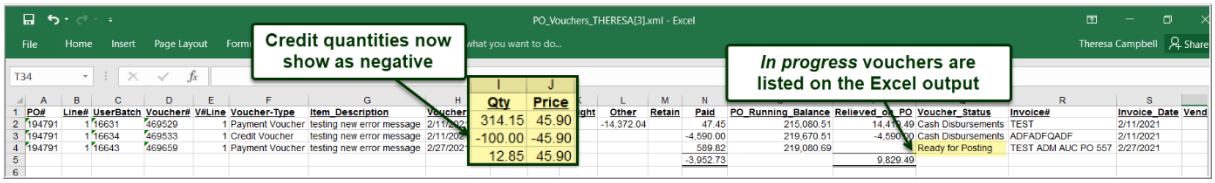
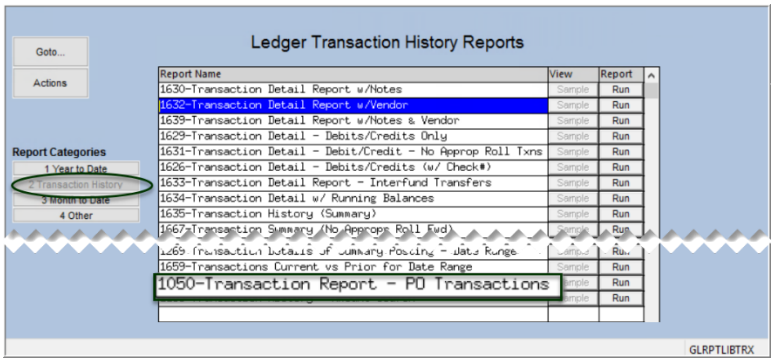


Figure 27 In progress vouchers

[ADM-AUC-PO-557]

9 REPORTS – #1050 Transaction Report – Po Transactions [Fix]



Prior to the software update, this report was missing PO transactions done by liquidating a voucher via voucher type "L" – liquidate remaining balance of PO. (Transaction type = PO10).

ADMINS corrected this and the report now includes all Purchase Order Transaction types.

Ledgers ▶ Reports ▶ Transaction History ▶ #1050 Transaction Report – PO Transaction

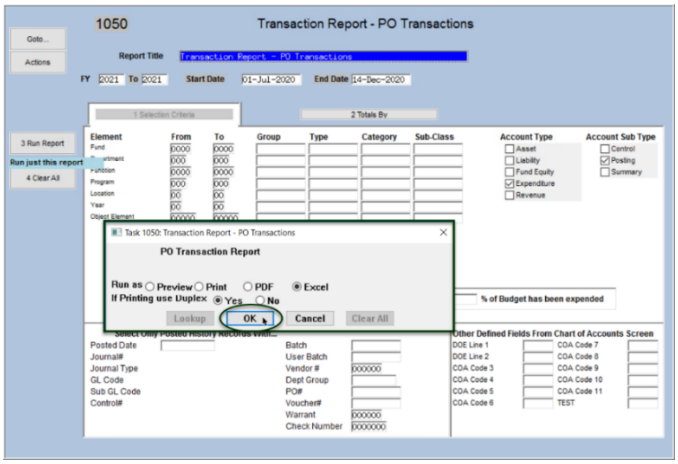


Figure 28 This report is run from the Ledgers menu

GL Transaction Codes	
Code	Description
AP01	Disbursement Posting
AP02	Voucher Posting
AP03	Voucher Change Order (reverse)
AP04	Voucher Change Order (new)
AP05	Voucher Liquidation
AP06	Void Check Transaction
AP07	Credit Card Payments
PO01	Purchase Order Original Encumbrance
PO02	Encumbrance Relief
PO03	PO Change Order (reverse)
PO04	PO Change Order (new)
PO05	PO Liquidation
PO06	Opened via Voucher Liquidation
PO08	PO Liquidation from Roll Over
PO09	PO Roll Over to New FY
PO10	PO Liquidation via Final Pay on Voucher
PO11	Open via Voucher Liquidation w/ Liqidate

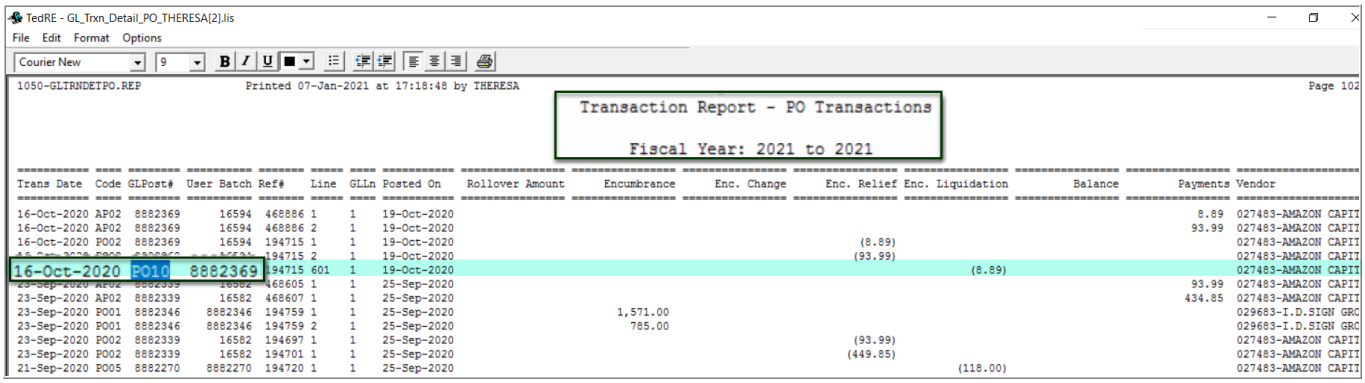


Figure 29 Transaction Report – PO Transactions run as Print/Preview/PDF®

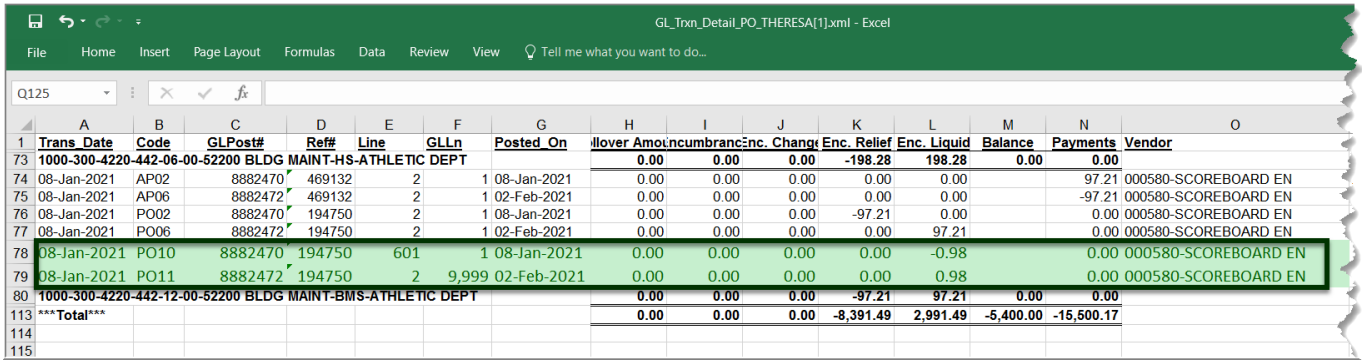


Figure 30 Transaction Report – PO Transactions run as Excel®

[ADM-AUC-GL-8407]

9.1 #3623 Posted POs Detail [Enhancement]

Sites sometimes receive requests for information under the Freedom of Information Act (FOIA). To satisfy the FOIA requests, **ADMINS** added columns **R-W** to the report.

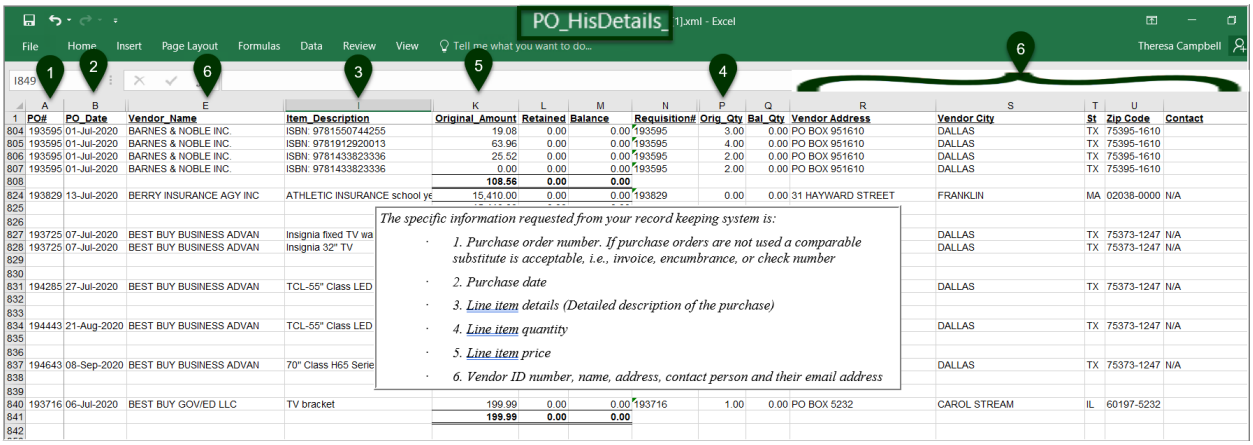


Figure 31 PO Details report with Vendor Address, City, State, Zip & Contac in columns R – W

[ADM-AUC-PO-558]

10 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

The email distribution lists described below are provided for use in the Purchasing module. To add, remove, and view users on the lists, go to:

Purchase Orders ▶ Module Maintenance ▶ Email Distribution Lists

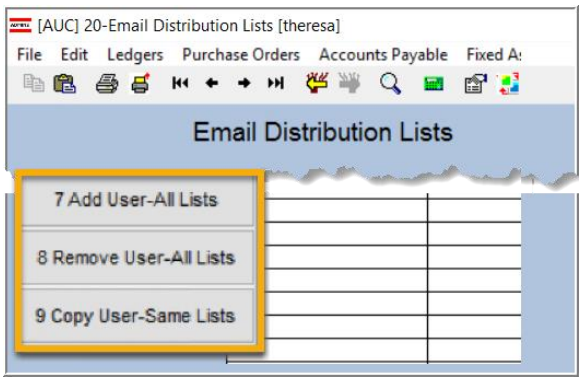
Table 2 Purchase Order Distribution Lists

List Name	Description	How used	
ERROR_PO	Check PO Form Maintenance Table	Daily	There is an error or omission on the Purchase Order form table
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders that needed override are re-checked. If there is now money available, it will move the PO from Budget override to the next approval level.
CONRPT	Contract Reports for Daily/Weekly	Weekly	Provides notices regarding insurance certificate expiration dates.
POINPRO	In-Progress POs	Weekly	List of in progress purchase orders
POLIQUID	Request Cancellation of PO	As needed	A user initiated a request for liquidation. (Mostly used at year end to cancel POs that will not be used.)
PONEWATT	Attachments added to Open POs < # days	As needed	Purchase Order attachments were added to open purchase orders after a stated number of days
POOLDCHG	PO Change Order > 4 days	Weekly	Purchase Order change orders have been in entry began for more than four days
POROLBST	PO Rollover Form Attachments	Annually	Purchase Orders that were rolled over are now available as attachments
POROLOVR	Year End PO Rollovers	Annually	The Purchase Order rollover process was run
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by **ADMINS**

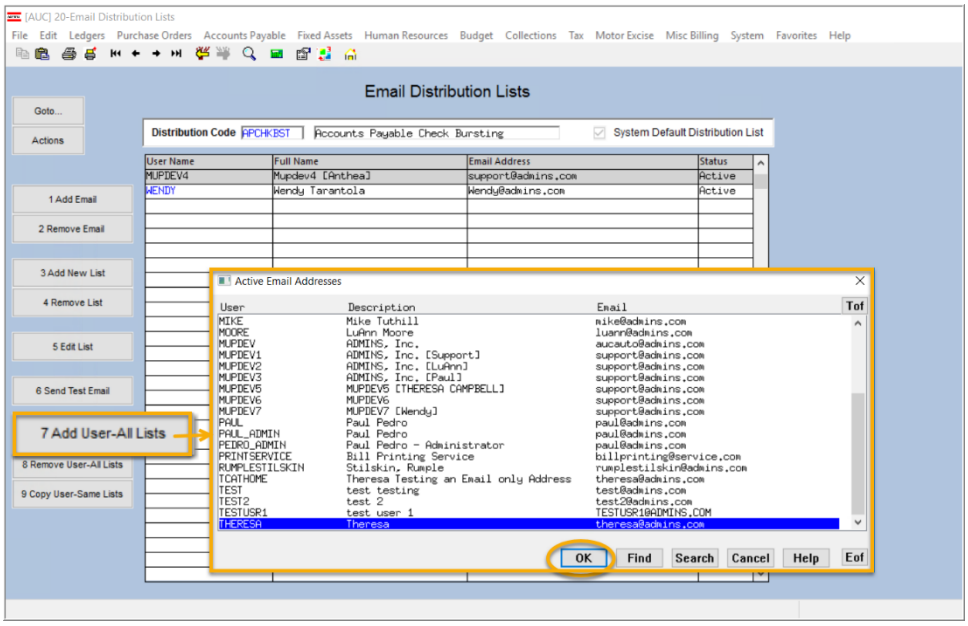
List Name	Description	How used	
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders or Accounts Payable vouchers that needed override are re-checked. If there is now money available, it will move the PO/Voucher from Budget override to the next approval level.
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

10.1 New Buttons

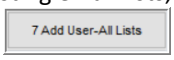
ADMINS added three new buttons to the screen to help manage the lists and added a "System Default" column to the edit list.



10.1.1 Add User – All Lists



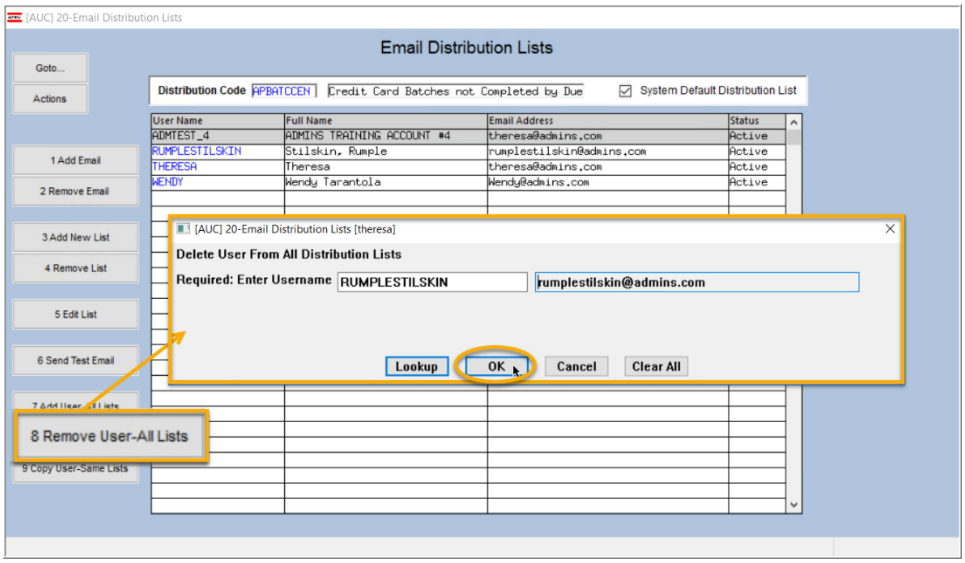
A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

To add the user at once to all existing email lists, click the 

[Add User–All Lists] button. Select the user from the pick list.

This feature does not offer the **[Add New Email Address]** option.

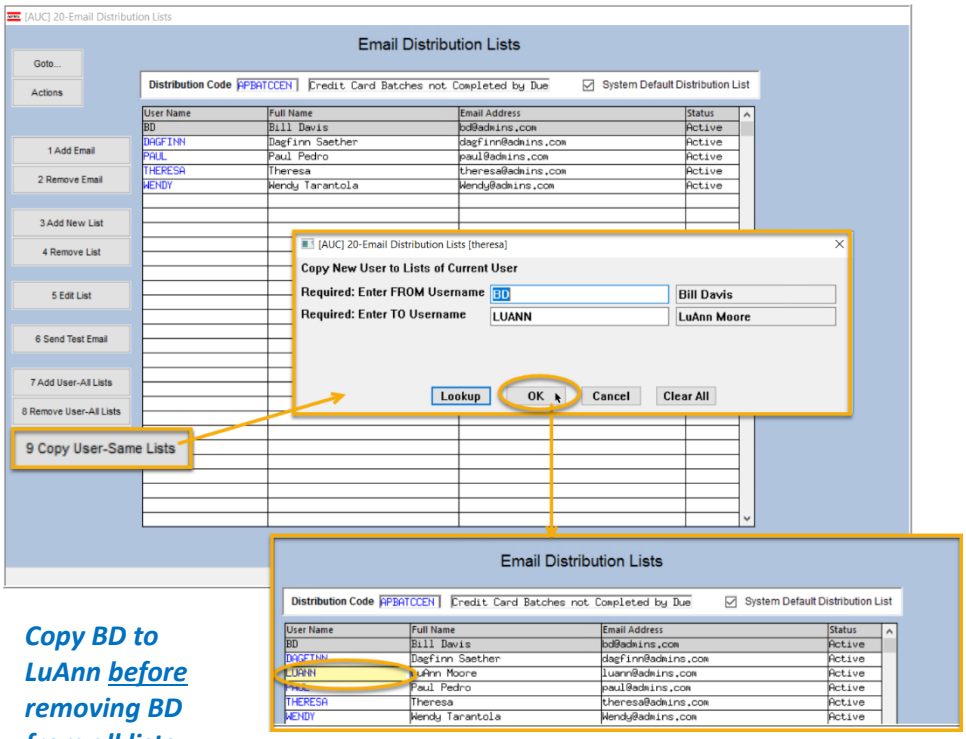
10.1.2 Remove a Name from All Email Lists



To remove a user from all email distribution lists (for example, due to termination of employment), click on 8 Remove User-All Lists **[8_Remove User All Lists].**

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

10.1.3 Copy a User to the Same Lists as an Existing User



Copy BD to LuAnn before removing BD from all lists.

If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click 9 Copy User-Same Lists **[9 Copy User-Same Lists]**.

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

[ADM-AUC-SY-8176]

[ADM-AUC-SY-8181]

11 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

11.1 New or Updated Documents

• CONTRACTS/BIDS	PO–510 Contracts	[Updated]
	PO–520 Bid Entry	[Updated]
• COMMODITY ITEMS	PO–610 Adding Commodity Items	[Updated]
• SYSTEM	SY–150 Email Distribution Lists	[Updated]
	SY–170 System Administration Kit	[Updated]